

# NN/ LM

## ESSENTIAL DOCLINE: A REVIEW

### UPDATING AND SEARCHING DOCUSER

#### DOCUSER UPDATE

- [DOCUSER](#) Update displays YOUR DOCUSER record.

#### Address Tab

- The Address tab is the default for your DOCUSER record. It is one of five tabs used to maintain your network profile. The Address tab contains two categories. Document Delivery and Institution.
- Fill-in all information.
- **REMEMBER:** Save at the bottom of every screen.

The screenshot shows the DOCLINE web interface. At the top is the header with the DOCLINE logo and navigation links: REQUESTS, DOCUSERS, SERHOLDG, LD, HELP, HOME, and a Logout button. Below the header is a tabbed interface with 'Address' selected. The main content area is titled 'National Network of Libraries of Medicine Greater Midwest Region (LIBID: ILUGMR)'. It has a 'Select Address Type:' dropdown set to 'Document Delivery'. Below this is an 'Update' section with a form containing the following fields: Institution (National Network of Libraries of Medicine), Department (Greater Midwest Region), Street (1750 W. Polk St.), City (Chicago), County (Cook), State/Province (U.S. or Canada) (Illinois), State/Province (Other) (empty), Zip/Mail Code (60612-7223), Country (USA), and Congressional District (U.S. only) (1). At the bottom of the form are 'Save' and 'Reset' buttons. A footer note says 'Last updated on: JAN 13, 2002'.

#### Codes Tab

- The Codes tab contains identifying information for your institution. You will notice that part of the tab allows you to update it and part of it is "Display Only".
- If you find that the information is incorrect for your institution contact your DOCLINE Coordinator and have this information corrected immediately.

The screenshot shows the DOCLINE web interface with the 'Codes' tab selected. The main content area is titled 'National Network of Libraries of Medicine Greater Midwest Region (LIBID: ILUGMR)'. It has a 'Display Only' section with the following fields: Region Code (03 - Greater Midwest Region), Library Type (4 - Other), Library Level (OT - Other), Library Group(s) (Click on arrow to display), and Batch Update Authorization Date (JAN 01, 2001). Below this is an 'Update' section with a form containing the following fields: Comments (NN/LM Regional Offices - See ILUILL for RML record), OCLC Symbol 1, OCLC Symbol 2, OCLC Symbol 3, National Union Catalog ID, and Batch Update Authorization (No Authorization Given). At the bottom of the form are 'Save' and 'Reset' buttons. A footer note says 'Last updated on: OCT 23, 2000'.

## Contacts Tab

- The Contacts tab has six categories, Director, Interlibrary Loan, Loansome Doc, Network, Reference, and SERHOLD. Each one must be updated individually. Please list all roles that apply.
- REMEMBER:** Save at the bottom of each category.

Address Codes **Contacts** Interlibrary loan Services

National Network of Libraries of Medicine  
Greater Midwest Region ( LIBID: ILUGMR )

Select Contact Category:  
Interlibrary Loan

Update

Contact Name: Charniel E. McDaniels  
Title: Network Coordinator  
Phone: Country Code 1 Area/City Code 312 Local Number 996-2464 Ext:   
Fax: Country Code 1 Area/City Code 312 Local Number 996-2226 Ext:   
EMail: gmr@uic.edu  
URL for Home Page: http://nnlm.gov/gmr/

Save Reset

Last updated on: OCT 26, 2001.

## Interlibrary Loan Tab

- The Charges category of the Interlibrary Loan tab allows a library to display borrowing costs.
- REMEMBER:** Save at the bottom of each category.

Address Codes **Contacts** **Interlibrary loan** Services

National Network of Libraries of Medicine  
Greater Midwest Region ( LIBID: ILUGMR )

Select ILL Information Category:  
Charges

Update

Service Type	Charges	Loan Period	Renewal	Comments
Audiovisual	10.00	2wk	n/a	
Copy				
Fax	4.00			
Bound Journal				
Unbound Journal				
Original				
Referrals				

Other comments: NNLML Regional Offices - See ILUILL for RML record

Save Reset

Last updated on: JUL 10, 2000.

- Delivery Methods allows the lending institution to illustrate all delivery pathways.

Address Codes **Contacts** **Interlibrary loan** Services

National Network of Libraries of Medicine  
Greater Midwest Region ( LIBID: ILUGMR )

Select ILL Information Category:  
Delivery Methods

Update

Check all that apply to this institution

Send By	Receive By
Will send by FAX <input checked="" type="checkbox"/> FAX: Country Code 1 Area/City Code 312 Local Number 996-2226 Ext: Will send by Ariel <input checked="" type="checkbox"/> Ariel Address 123.45.678	Will receive by FAX <input checked="" type="checkbox"/> Local Number 996-2226 Ext: Will receive by Ariel <input type="checkbox"/>
Will send Email (PDF) <input checked="" type="checkbox"/> Will send Email (TIFF) <input checked="" type="checkbox"/> Will send Web (PDF) <input checked="" type="checkbox"/> Will send Web (TIFF) <input checked="" type="checkbox"/> Email Address	Will receive Email (PDF) <input checked="" type="checkbox"/> Will receive Email (TIFF) <input checked="" type="checkbox"/> Will receive Web (PDF) <input type="checkbox"/> Will receive Web (TIFF) <input type="checkbox"/>

Save Reset

Last updated on: JUL 26, 2000.

- ILL Services gives a general overview of what an ILL department provides.

Address Codes Contacts **Interlibrary loan** Services

National Network of Libraries of Medicine  
Greater Midwest Region ( LIBID: ILUGMR )

Select ILL Information Category:  
ILL Services

Update  
Check all that apply to this institution

Borrows items via Interlibrary Loan	<input checked="" type="checkbox"/>	Lends items via Interlibrary Loan	<input checked="" type="checkbox"/>
Participates in Electronic Payment	<input type="checkbox"/>	Uses ISO/ILL Protocol	<input type="checkbox"/>
Fills Rush Requests	<input type="checkbox"/>		

ILL Home Page (URL)

ILL comment

Save Reset

Last updated on: OCT 26, 2001.

- Loansome Doc is a self-selected library to patron service. The first checkbox on this screen allows an institution to accept Loansome Doc participants.
- The remaining checkboxes define service categories and subsequent charges.

Address Codes Contacts **Interlibrary loan** Services

National Network of Libraries of Medicine  
Greater Midwest Region ( LIBID: ILUGMR )

Select ILL Information Category:  
Loansome Doc

Update  
Check all that apply to this institution

Loansome Doc Participant ☒

Provides services to:

Affiliated Health Professionals	<input type="checkbox"/>	Charges for services to:	<input type="checkbox"/>
Unaffiliated Health Professionals	<input type="checkbox"/>	Affiliated Health Professionals	<input type="checkbox"/>
International Libraries	<input type="checkbox"/>	Unaffiliated Health Professionals	<input type="checkbox"/>
Non (US) Citizens	<input type="checkbox"/>	International Libraries	<input type="checkbox"/>
Non Health Professionals	<input type="checkbox"/>	Non (US) Citizens	<input type="checkbox"/>
		Non Health Professionals	<input type="checkbox"/>

URL for Loansome Doc Home Page

Comments

Save Reset

Last updated on: OCT 26, 2001.

- Your Routing Profile contains the defaults for article routing.
- Many of the items on this screen are required to be filled-out before routing will take place. It is **recommended** that you complete all items on this screen.
- Changes can be made to this information at the point of requesting an article.
- **REMEMBER:** Save at the bottom of each category.

Address Codes Contacts **Interlibrary loan** Services

National Network of Libraries of Medicine  
Greater Midwest Region ( LIBID: ILUGMR )

Select ILL Information Category:  
Routing Profile

Update

Form  Copyright Compliance  Maximum Cost \$  .00

Comments

Authorized By

Network Delivery  NLM Delivery

Ariel IP

M/A/N Map

Route Cells 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 6 ☒ 7 ☒ 8 ☒ 9 ☒

Refer to Resource Libraries ☐ Refer on after NLM ☐

Save Reset

Last updated on: NOV 20, 2001.

- Your routing table controls which library will fill your article requests.
- You must have at least 20 libraries in a table.
- Your table is displayed here one cell at a time by selecting the appropriate radio button. A full view can be displayed by using the “go” button next to the word “production”.
- To update your table, select the cell that you would like to manipulate.
- Now select the operation that you would like to perform [add, remove or move]

National Network of Libraries of Medicine  
Greater Midwest Region ( LIBID: ILUGMR )

Select ILL Information Category: Routing Table

Select Routing table for display: production GO

Update

Select cell: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

	LIBID	Institution		LIBID	Institution
1	INUAFF	VETERAN AFFAIRS MEDICAL C	11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

Add Remove Move

Last updated on: APR 17, 2002.

- Clicking on the “Add” operation will cause the Library Lookup box to appear.
- Type in the LIBID of your choice, then. Click Search.
- Click the highlighted LIBID.

Library Lookup

LIBID Contains

Search

1 record(s) found.

LIBID	NAME
KYUKEN	University of Kentucky Lexington

Address Codes Contacts Interlibrary loan Services

Select ILL Information Category: Routing Table

Select Routing table for display: production GO

Update

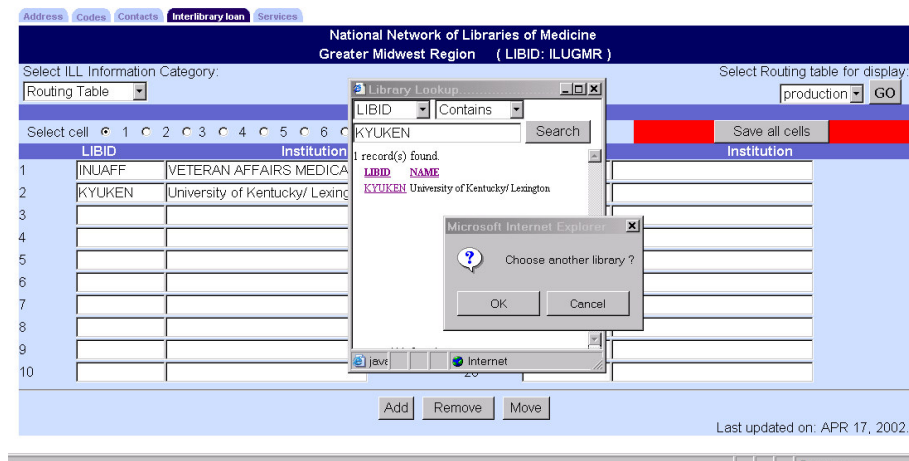
Select cell: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

	LIBID	Institution		LIBID	Institution
1	INUAFF	VE	11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

Add Remove Move

Last updated on: APR 17, 2002.

- The institution will be added to your table.
- You will be asked if you would like to add another library. “Cancel” will delete the lookup box and “OK” will retain the lookup box for further searching.



- The operations “Remove” and “Move” give you prompts to follow to assist you in updating.
  - Remember to “Save all cells” when you have completed your changes.
  - Completing your changes and clicking on “Save all cells” sends your table to your DOCLINE coordinator for review.
  - It also temporarily provides you with three versions of your table “production”, “proposed” and “compare”.
  - Articles continue to route on the “production” version until changes are approved.
  - The “proposed” version will be put into place when the changes are approved.
  - “Compare” lists changes only.
- 
- The SERHOLD category allows you to document the date you reviewed your holdings.

## Services Tab

- The Services tab allows a library to illustrate the services that they provide.

Address Codes Contacts Interlibrary loan **Services**

National Network of Libraries of Medicine  
Greater Midwest Region ( LIBID: ILUGMR )

Select Service Category:  
Consumer Health

**Update**  
Check all that apply to this institution

Library has a consumer health collection ☐

URL for Consumer Health Home Page

Name of Consumer Health Home Page

Organization(s) responsible for this page

Save Reset

Last updated on: OCT 23, 2000

- The information under the “Service Profile” category is used to refer patrons to [network libraries](#).

Address Codes Contacts Interlibrary loan **Services**

National Network of Libraries of Medicine  
Greater Midwest Region ( LIBID: ILUGMR )

Select Service Category:  
Service Profile

**Update**  
Check all that apply to this institution

Has access to the World Wide Web ☒

Has a Satellite Receiver Dish ☒

Provides internet training ☒

Prefers not to be listed in public directories ☐

**For affiliated health professionals:**

	Provides	Charges
Internet training	<input type="checkbox"/>	<input type="checkbox"/>
Mediated searching	<input type="checkbox"/>	<input type="checkbox"/>
Onsite collection access	<input type="checkbox"/>	<input type="checkbox"/>
Online search training	<input type="checkbox"/>	<input type="checkbox"/>
Reference services	<input type="checkbox"/>	<input type="checkbox"/>

**For unaffiliated health professionals:**

	Provides	Charges
Internet training	<input type="checkbox"/>	<input type="checkbox"/>
Mediated searching	<input type="checkbox"/>	<input type="checkbox"/>
Onsite collection access	<input type="checkbox"/>	<input type="checkbox"/>
Online search training	<input type="checkbox"/>	<input type="checkbox"/>
Reference services	<input type="checkbox"/>	<input type="checkbox"/>

**For the public:**

	Provides	Charges
Internet training	<input type="checkbox"/>	<input type="checkbox"/>
Mediated searching	<input type="checkbox"/>	<input type="checkbox"/>
Onsite collection access	<input type="checkbox"/>	<input type="checkbox"/>
Online search training	<input type="checkbox"/>	<input type="checkbox"/>
Reference services	<input type="checkbox"/>	<input type="checkbox"/>

## SEARCH DOCUSER

- DOCUSER is an online searchable directory of participating health related organizations.

The screenshot shows the 'DOCUSER Search/View' interface. It features three search criteria rows. The first row has 'Institution' selected in the 'Search in:' dropdown, 'Contains' in the operator dropdown, and an empty text box. The second row has 'LIBID' selected, 'Contains' in the operator dropdown, and an empty text box. The third row has 'Library group code' selected, 'Contains' in the operator dropdown, and an empty text box. Below these are 'Only if:' sections for 'Old LIBID', 'Region code', 'State/Province code', 'Street', and 'Zip/Mail code', each with a dropdown menu. At the bottom, there are 'Sort order:' and 'Records per page: 25' dropdowns, and 'Search' and 'Reset' buttons.

- Drop down boxes reveal eighteen available categories to use to create a search strategy.
- The DOCUSER search engine is useful in locating institutions with synonymous characteristics

This screenshot shows the 'DOCUSER Search/View' interface with different search criteria. The first row has 'City' selected, 'Contains' in the operator dropdown, and an empty text box. The second row has 'Congressional district' selected, 'Contains' in the operator dropdown, and an empty text box. The third row has 'Contact names' selected, 'Contains' in the operator dropdown, and an empty text box. Below these are 'Only if:' sections for 'Country code', 'Department', 'Institution', 'LIBID', 'Library group code', and 'Library level code', each with a dropdown menu. At the bottom, there are 'Sort order:' and 'Records per page: 25' dropdowns, and 'Search' and 'Reset' buttons.

- Search connectors and operators can be controlled to optimize a search.

A close-up of the search operator dropdown menu. The options listed are: 'Contains' (selected), 'Equal to', 'Begins with', 'Ends with', 'Greater than', and 'Less than'.

A close-up of the search connector dropdown menu. The options listed are: 'AND' (selected), 'AND NOT', 'OR', and 'NOT'.

- Limits can be applied to define a results set.

Only if:

Only if:

results as:

Sort order:

- Consumer Health Collection
- DOCLINE Ariel Service
- DOCLINE Email PDF Service
- DOCLINE Email TIFF Service
- DOCLINE Web PDF Service
- DOCLINE Web TIFF Service
- DOCLINE Fax Service
- DOCLINE Participant
- Electronic Payment
- Federal Library

- Results can be displayed in different formats.

Display results as:

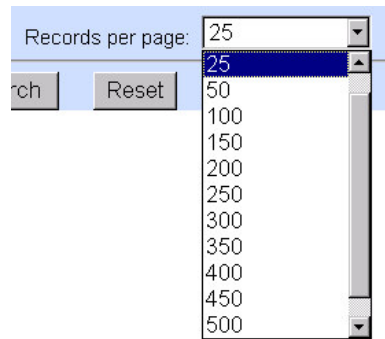
- Institution list
- Consumer Health
- Contact Names
- ILL Address
- ILL Information
- Institution Address
- Institution list
- LD Information
- Network Membership
- SERHOLD Participant
- Service Profile

- Sort Order can be selected

Sort order:

- LIBID
- Old LIBID
- City
- Country code
- Department
- Institution
- Library level code
- Library type code
- Region code
- State/Province code

- Records per page can be adjusted for easy in printing.



A screenshot of a web application interface showing a dropdown menu for 'Records per page'. The menu is open, displaying a list of values: 25, 50, 100, 150, 200, 250, 300, 350, 400, 450, and 500. The value '25' is currently selected and highlighted in blue. To the left of the dropdown, there is a button labeled 'Search' (partially visible as 'rch') and a button labeled 'Reset'.

Records per page:
25
50
100
150
200
250
300
350
400
450
500